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# State of Idaho

Department of Administration  
Division of Public Works

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Design and Construction  
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<http://dpw.idaho.gov>

April 20, 2016

## REQUEST FOR QUALIFICATIONS

TO: Architects

FROM: Jan P. Frew, Administrator  
Division of Public Works

A handwritten signature in blue ink, appearing to read "Jan Frew".

SUBJECT: DPW PROJECT NO. 16207  
New Material Science Building, Boise State University  
Boise, Idaho

Submittals will be received at the Division of Public Works, 502 N. 4<sup>th</sup> Street, P.O. Box 83720, Boise, Idaho 83720-0072, until **Wednesday, May 11, 2016**, at 5:00 p.m., for furnishing design services to the State of Idaho.

Questions that arise as a result of this Request for Qualifications should be addressed to:

**Martin Santoyo**, Project Manager  
Division of Public Works  
P.O. Box 83720  
Boise, Idaho 83720  
(208) 332-1913  
[Martin.Santoyo@adm.idaho.gov](mailto:Martin.Santoyo@adm.idaho.gov)

Program clarification and additional data may be requested by appointment only, with Doug Suddreth, Senior Project Manager, Boise State University, (208) 426-3464, [dsuddret@boisestate.edu](mailto:dsuddret@boisestate.edu). All site investigations shall be at no cost to the Owner.

Modifications (addenda) to this RFQ, if any, will be posted on the Division of Public Works website at [dpw.idaho.gov/professional\\_services/](http://dpw.idaho.gov/professional_services/). It is recommended the responders to this RFQ check this page prior to making their submittal. The final addendum will be issued May 6, 2016. The project will be funded by agency funds. The Division of Public Works will administer the project according to the terms and conditions of the award and

State laws and guidelines. The Architect will receive general instructions through the State. A Project Manager of the Division of Public Works will be assigned to serve as project manager and liaison between the Department of Administration, the Agency, and the Architect.

## **DESCRIPTION OF PROJECT**

A new materials science building with teaching spaces, laboratories, research and computational laboratories to facilitate cutting-edge research, faculty offices, a 250 seat lecture hall, and two 80 seat classrooms. The building will be located on the BSU campus between the student recreation center and the engineering complex. Information from a preliminary programming study will be available on the DPW website; a vicinity map of the project site is attached to this RFQ.

A construction management firm (CMGC) and commissioning agent will assist the design from schematic design through bidding and construction.

## **REQUIRED SERVICES**

The State is requesting proposals for complete design services including observation during construction. A total project budget of **\$41,450,000** has been established to include fees, contingencies and tests. A complete construction cost estimate including site and building costs, appropriate to the phase, will be required following the Programming Phase and must be updated at the Schematic Design, Design Development, Construction Documents phases. At each phase, the design and scope of work will be adjusted as required to match the construction budget

The architect and all design professional consultants shall be licensed to practice Architecture (Engineering) in the State of Idaho.

The Architect will be responsible for Programming, Development of the Basis of Design, Schematic Design, Design Development, Construction Documents, Bidding Assistance, and Construction Observation. Programming shall include Site Evaluation, Local Agency Entitlement Evaluation, and Code Analysis.

The Architect shall develop all necessary presentation materials for, at minimum, one (1) presentation to the Permanent Building Fund Advisory Council and shall keep in mind that during all phases, code compliance, energy efficiency, and building maintenance concerns should be incorporated into the design.

The Architect will be required to meet monthly with the DPW Project Manager and BSU Representatives, for the purpose of providing a verbal report regarding the previous month's progress. Such monthly meetings will show funds expended in the completion of the project and specific accomplishments related to the completion of the project.

Additional work sessions with BSU client user groups, facilities and design staff, and the DPW Project Manager will be necessary at each phase of the design process. The programming document shall be reviewed by DPW and BSU for final approval of the program data, basis of design, entitlement requirements, and code analysis prior to proceeding to the schematic design phase.

The Architect shall produce the following major written and/or graphic products for review by BSU, DPW, and the Permanent Building Fund Advisory Council (PBFAC).

1. A preliminary report to the Division of Public Works and BSU after Schematic services have been completed.
2. A Design Development Report and update to the Owner, Agency, State Board of Education and the PBFAC, prior to beginning Construction Documents, along with a complete construction cost estimate.
3. A final report at the conclusion of the Construction Document Phase to the Owner, Agency and PBFAC for any additional input and final acceptance.

## PROPOSAL CONTENT

- A. **Basic Qualifications:** Provide basic data relative to firm's size, history, personnel, special expertise and general credits. Individual resumes, awards, associations, etc., may be included. The Division of Public Works reserves the right to investigate and confirm the proposer's financial responsibility. This may include financial statements, bank references and interviews with past consultants, employees, and creditors. Unfavorable responses to these investigations are grounds for rejection of proposal.
- B. **Specific Qualifications:** List the team expected to accomplish this work including anticipated consultants. Describe who will perform the various tasks, the amount of their involvement and responsibilities, and give their qualifications. Provide a detailed project list for each team member, complete with their role and responsibilities on each project. The Architect and major consultants shall provide a list of at least five (5) projects, with brief descriptions, which show ability to complete research laboratory projects of this type and scope.
- C. **Approach to Project:** Include a statement of your approach to this specific project including design philosophy, understanding of program, alternative concepts and methods for consideration. Limit to two (2) pages.
- D. **Past Performance:** Submit reference letters from prior clients or client representatives. Letters from projects listed in item B are preferable. The Architect and major consultants shall provide a list of references with phone numbers and e-mail addresses. In addition, past performance comments may be obtained from DPW and Agency staff.
- E. **Examples of Work:** Renderings, photographs, preliminary drawings, working drawings and specifications may be submitted as examples of your work. For Architects who have done work for the Division of Public Works in the past three years, a reference to the project or projects will be sufficient in lieu of examples. Provide the **actual cost versus the budgeted cost** on all similar projects submitted for examples of work.

- F. **Special Requirements:** Provide information regarding specific involvement with this project or a special expertise in this type of project. Examples are: design of original building or phase, preliminary studies or programming of this project, special training or experience in this type of building.
- G. **Format:** To assist evaluation it is desirable to format the proposal similar to the headings listed above. The proposals should be clear and to the point. Emphasis should be placed on specific qualifications of the people to actually perform the project and the approach to designing this specific project. Performance on past projects with the State of Idaho and other clients is a highly important factor.

## **SUBMITTAL**

Five (5) bound copies of the submittal shall be delivered by the time and place specified above. Also include five (5) CDs containing a PDF of the submittal. Submittal shall clearly identify the point of contact regarding the submittal, with e-mail and phone number listed. **Provide the email address for the primary contact person.**

## **EVALUATION**

An evaluation committee consisting of persons from the Division of Public Works, Boise State University, and an independent Architect/Engineer will rank the proposals, and at least three, but not more than five firms will be selected for personal interviews.

After interviewing the selected candidates, the evaluation committee will re-rank the proposals to determine the final point score.

## **AWARD**

Based on the results of the proposals and review of previous projects awarded to each firm, the Division of Public Works will recommend a course of action to the PBFAC at their next scheduled meeting. If recommended, a notice of intent to negotiate will be issued by the Division of Public Works, Department of Administration in accordance with prescribed procedures.

### **PROPOSED DATES:**

Receive Proposals	May 11, 2016
Oral Interviews	June 6, 2016
Review by PBFAC	June 7, 2016
Negotiate Contract	June 2016
Design Development presentation	March 2017
Final Construction Documents	August 2017

## **SELECTION**

The State will attempt to select a firm at the next scheduled Permanent Building Fund Advisory Council meeting. Upon selection of a firm, the State will issue a letter of intent. However, final award is contingent upon the successful negotiation of a contract. The contents of the proposal may be used in a legal contract or agreement. Proposers should be aware that methods and procedures proposed could become contractual obligations.

The State reserves the right to reject any or all proposals received as a result of this request.

The State may also negotiate separately with any source in any manner necessary to serve the best interests of the State of Idaho. Awards will be made on the basis of proposals resulting from this request and subsequent interviews.

**End of 16207 RFQ**





## DPW Project 16207

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**Boise State University**  
**New Materials Science Building**

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**Project Site Location Vicinity Map**  
**(not to scale)**